## DUNSTABLE VILLAGE 11 Pleasant Street Dunstable, Massachusetts



## LOCAL INITIATIVE PROGRAM

## COMPREHENSIVE PERMIT PROJECT APPLICATION

Prepared for:
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Applicant: MARK VACCARO

Prepared by:
L.A. ASSOCIATES, INC., Agent

**NOVEMBER 2005** 

## **INSTRUCTIONS**

Please submit three copies of the application plus two copies of all drawings. The *submittal* must include a check for the processing fee, payable to DHCD, for \$1500 per project plus \$20 per unit.

Mail to:

Email to:

Department of Housing & Community Development 100 Cambridge St., Suite 300 ~ Boston, MA 02114

marilyn.contreas@ocd.state.ma.us

Boston, MA 02114

Attn: Office of Housing Development Division

To fill out the application electronically, simply position your cursor on a line and type. You can use the tab key to move between questions. *Note that for email submissions, signatures and all attachments including payment must be sent separately by regular mail.* 

Most questions are self-explanatory. If you need assistance, please contact Marilyn Contreas at 617-573-1359.

For question 12 on page 5, please provide the general designation of zoning (e.g. residential, business, mixed-use). Do not provide only the specific municipal category (e.g. R-1).

For question 4 on page 6, "affordable units" must be at least 25% of the total and must be affordable to households with incomes at or below 80% of area median. Refer to the Guidelines for more information. "Other units" are those that are made available under special financing or special agreement (e.g. with Section 8 vouchers or through MassHousing programs).

For rental projects, you must use the One Stop Application, available online at <a href="http://www.onestopapp.com/">http://www.onestopapp.com/</a>, instead of Unit Composition (page 8) and Ownership Pro Forma (page 11). Contact DHCD for assistance.

Notes on required attachments (see Checklist, page 17): The letter of interest from a construction lender should be pertinent to the proposed project. The map of the community highlighting the site can be any type of map showing at least major roads. The rationale for the affordable prices should explain your assumptions and what factors you considered.

## **Application Contents**

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10/1/03

## Department of Housing & Community Development

## Local Initiative Program

## **Application for Comprehensive Permit Projects**

## **GENERAL INFORMATION**

•							
1.	Community: <u>Dunstable</u>		_				
2.	Name of Development: <u>Dunstable Village Estates</u>						
3.	Site Address: 11 Pleasant Street						
4.		nt					
5.	Municipal Project Contact: Susan Psaleda	akis					
6.	Title: Chairperson, Board of Selectmen		,				
7.	Address: 511 Main St., Dunstable, MA 01	827					
8.	Phone: (978) 649-4514 x224	Fax:(978) 649-4371					
10.	Email:	_					
11.	Type of Housing:	- ·					
	☐ Fee Simple ☐ Condominium	Rental Age Restricted					
40	<del></del>						
12.	Project Characteristics:	Conversion					
	New Construction     Rehabilitation     Rehabilitation     New Construction     New	<ul><li>Conversion</li><li>Other</li></ul>					
13.	Total Acres 3 Density of Pro	ject (units/acre) <u>8</u>					
-	<u> </u>	, <u> </u>					
14.	Are there wetlands on the site?   Yes	S ⊠ No					
<b>15.</b>	Unit Count:						
	Total Number of Units 24 Affordable 6	Market 18					
16.	Unit Prices/Rents:						
	Market Rate \$399,000 Affordable \$150,000						
17.	Required Signatures:						
Chief	Elected Official of Municipality	Date					
	man, Local Housing Partnership	Date					
(if app	olicable)						

## Municipal Contact Information $\sim$ Other than Project Contact

1. Chief Elected Official	
Name Susan Psaledakis, Chairperson, Board of Selectmen	
Address 511 Main Street, Dunstable, MA 01827	
Phone (978) 649-4514 x224 Fax (978) 649-4371	
Email	
2. Town Administrator/Manager	
Name <u>N/A</u>	
Address	
PhoneFax	
Email	
3. City/Town Planner (if any)	
-maii	
4. Chairman, Zoning Board of Appeals	
Name Wesley Goss	
Address 511 Main Street, Dunstable, MA 01827	
Phone (978) 649-4514 x224 Fax (978) 649-4371	
Email	
Chairman, Local Housing Partnership (if any)	
Name David Johnson, Chairman - Affordable Housing Committee	
Address	
PhoneFax	

## **Community Support**

Letter of Support from Municipality 1. Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community. Letter of Support from Local Housing Partnership 2. If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer. 3. **Local Contributions** Check off all that apply and provide a brief description at the end. Land donation (dollar value ) Building donation (dollar value\_\_\_\_\_) Marketing assistance Other work by local staff Density increase Waiver of permit fees Other regulatory or administrative relief (specify) Local funds (cash) Amount \$ Agreement by a lender to provide favorable end-loan financing (ownership projects only) Other (specify) Briefly explain the contributions: The project requires a waiver of current zoning by the Town via the issuance of a comprehensive permit from the Zoning Board of Appeals to allow greater density.

Conformance with Local Plans 4.

If applicable, briefly describe how the project fits with any planning the community has done (e.g. master plan, EO 418 housing strategy or CD Plan, affordable housing plan), Not applicable.

## The Site

1.	Site Characteristics	not of any dovolonment constraints and a
wetlan	ds or ledges. If there are any unusua	nce of any development constraints such as al site conditions, explain them here.
The sit	e consists of approximately 3 acres of	land; one acre zoned residential and two acres
		center of Dunstalbe with frontage on Route 113,
Pleasar	nt Street. There are no wetlands on th	e site or within 100' of the site.
2.	Describe the current and prior use	es of the site. If there are any existing
buildin	igs, explain what will be done with	them. The site is classified as mixed-use and
include	es an old structure. The applicant is o	ffering the building, which occupies approximately
<u>5,000 s</u>	square feet of land, to the Town for us	e as a community center.
3. the Na	Is the site or any building on the stional or State Register of Historic	site listed, nominated, or eligible for listing on Places? Yes No
4.	Is the site located in or adjacent t	to an historic district?  Yes  No
5.	Acreage	
	Acreage on site	3
	Total buildable acreage	2.875
6.	Site Control	
	Developer owns the site. Atta	ch a copy of the deed.
	Developer holds a Purchase ar a copy of the P&S or option.	nd Sale agreement or option on the site. Attach
7. transac apprais	ction if the transaction occurred within	e land either through the last arms-length n the last three (3) years or through a current ne value of the land <b>under by-right zoning</b> .
8.	Available Utilities & Infrastructure	
	□ Public water	☐ Public sewer
	Private well	☐ Private sewer
	□ Public streets	⊠ Septic system
	☐ Private streets	On-site package treatment or alternative

way, commuter rail, etc.)? If so, equency of service. No
raste sites on or within a ½ mile
een done on this site? If so,
xed-use
Comm.
ential = .5
er proposal for this site within the
comprehensive permit?
hborhood. Residential & mixed-use
g neighborhood? Mixed-use
s shopping or recreation. The site is Common, Town Hall, Town Library
nits? If so, provide the distance.
smart growth development in the ent), if at all. The project is consistent. Concentrated Development - the family housing at a higher density re. 2. Be Fair - this is a 40B,

The	Project

1.	Type of Project	Tota	al number of units
	Fee simple		
	Condo		<u>24</u>
	Rental		
	Other		CONTRACTOR AND ADDRESS OF THE STREET OF THE
2.	Project Style	Tota	al number of units
1	Detached single-family		
	Rowhouse/townhouse	•	<u>24</u>
	Duplex		·
	Multifamily house (3+ family)		de-manufacture services
	Apartment building		graphic degree of the contract
	Other (specify)		MURLUM-MA-MA-MA-MA-MA-MA-MA-MA-MA-MA-MA-MA-MA
3.	If there will be multiple buildings, w	vill they follow sr	mart growth design (e.g.
cluste	er)? Explain. There are 8 buildings of 3 at to maximize green space.	units per structure	. The units are located on the
cluste	er)? Explain. There are 8 buildings of 3 i	Number	Percentage of Total
cluste site as	er)? Explain. There are 8 buildings of 3 at to maximize green space.	units per structure	. The units are located on the
cluste site as	er)? Explain. There are 8 buildings of 3 are to maximize green space.  Unit Mix	Number	Percentage of Total
cluste site as	er)? Explain. There are 8 buildings of 3 are to maximize green space.  Unit Mix  Affordable (see Instructions)	Number	Percentage of Total  25%
cluste site as	er)? Explain. There are 8 buildings of 3 are to maximize green space.  Unit Mix  Affordable (see Instructions)  Market Rate	Number	Percentage of Total  25%
cluste site as	er)? Explain. There are 8 buildings of 3 are to maximize green space.  Unit Mix  Affordable (see Instructions)  Market Rate  Handicapped Accessible	Number	Percentage of Total  25%
cluste site as	er)? Explain. There are 8 buildings of 3 are to maximize green space.  Unit Mix  Affordable (see Instructions)  Market Rate  Handicapped Accessible  Other (see Instructions)	Number  6 18 24	Percentage of Total  25% 75% 100%
cluste site as	er)? Explain. There are 8 buildings of 3 are to maximize green space.  Unit Mix  Affordable (see Instructions)  Market Rate  Handicapped Accessible  Other (see Instructions)  Total Units	Number  6 18 24 tandards? If so,	Percentage of Total  25% 75% 100%

7. Development Sched Complete the chart is many columns as there are needed.	below by prov	iding the appro ere will be mo	opriate month ore than three	and year. Fill in only as phases, add columns as		
	Phase 1	Phase 2	Phase 3	Total by type		
Number of affordable units	8					
Number of market units	16					
Total by phase	24			<del> </del>		
Please complete the following	ng chart with t	he appropriate	projected date	s:		
All permits granted	<u>9/2006</u>	·				
Construction start	10/2006		<del></del>			
Marketing start - affordable units	8/2006		•			
Marketing start - market units	8/2006					
Construction completed Phase 1	9/2007	<del></del> .	**************************************			
Initial occupancy	1/2007		<del></del> .			
<ul><li>8. If any public funds source, the amount, and</li><li>9. Local tax rate per face</li></ul>	the use. <u>N//</u>	<u> </u>				
9. Local tax rate per thousand: \$12.76						

Will all features and amenities available to market buyers also be available to

affordable buyers? If not, explain the differences. Yes

10.

11. Unit Composition ~ Ownership Projects Only\*

Complete the chart below. Include a separate entry for each unit type according to its square footage and/or sales price.

Type of Unit	# of Units	# of Bedrooms	# of Baths	Gross Sq. Ft,	# Parking Spaces	Sales Price	Condo Fee	Handicapped Accessible?
Affordable	6	2	2	1,632	2	\$150,000	\$125	
			,					
į.								
					 			<u></u>
Market	18 ·	2	2	1,632	2	\$399,000	\$175	
Other								

<sup>\*</sup>For rental projects, please fill out the Unit Composition section of the One Stop Application. Contact DHCD for assistance.

## **Design and Construction**

1	Dı	a	νi	n	q	S

Please submit two copies of all drawings. Preliminary drawings must be stamped and signed by a registered architect or engineer. Drawings should not be larger than 30" x 42" and must be folded into 8 ½" X 11".

Cover	sheet	showing	written	tabulation	of:
COVCI	311000	SHOWING	AALICCOLL	CODGIGCION	$\mathbf{v}_{i}$

<ul> <li>Proposed buildings by design, ownership type, and size</li> <li>Dwelling unit distribution by floor, size, and bedroom/bath number</li> <li>Square footage breakdown of commercial, residential, community, and other usagin the buildings</li> <li>Number of parking spaces</li> </ul>	e
Site plan showing:	
<ul> <li>✓ Lot lines, streets, and existing buildings</li> <li>✓ Proposed building footprint(s), parking (auto and bicycle), and general dimensions</li> <li>✓ Zoning restrictions (i.e. setback requirements, easements, height restrictions, etc).</li> <li>✓ Wetlands, contours, ledge, and other environmental constraints</li> <li>✓ Identification of affordable units</li> <li>✓ Sidewalks and recreational paths</li> <li>✓ Site improvements, including landscaping</li> </ul>	
Utilities plan showing:	
$oxed{\boxtimes}$ Existing and proposed locations and types of sewage, water, drainage facilities, et	c.
Graphic depiction of the design showing:	
<ul> <li>☐ Typical building plan</li> <li>☐ Typical unit plan for each unit type with square footage tabulation</li> <li>☐ Elevation, section, perspective, or photograph</li> <li>☐ Typical wall section</li> </ul>	

2	Construction	Information
4.	Construction	mornation

<u>Foundations</u>	# Mkt <u>Units</u>	# Affordable <u>Units</u>	<u>Attic</u>	# Mkt <u>Units</u>	# Affordable <u>Units</u>
Slab on Grade	<u>18</u>	<u>6</u>	Unfinished	******************	
Crawl Space	****		Finished		
Full Basement		<del> </del>	Other -	<u>18</u>	<u>6</u>
Exterior Finish	# Mkt <u>Units</u>	# Affordable <u>Units</u>	<u>Parking</u>	# Mkt <u>Units</u>	# Affordable <u>Units</u>
Wood			Outdoor	<u>18</u>	<u>6</u>
Vinyl	<u>18</u>	<u>6</u>	Covered		<u> </u>
Brick	<del></del>		Garage	<u>18</u>	<u>6</u>
Fiber Cement			Bicycle	<del></del>	<del></del>
Other					
<b>Heating System</b>					
Fuel: Oil	⊠ G	as 🗌 El	ectric 🗌	Other	
Distribution method (air, water, steam, etc.): air					
Energy Efficient Materials					
Describe any energy efficient or sustainable materials used in construction:					
Non-Residential Space					
Describe any non-residential construction on the site, e.g. office space, clubhouse, commercial space, etc. $N/A$					
Modular Constru	ction		+		

If modular construction will be used, explain here. N/A

## **DUNSTABLE VILLAGE**

## PROJECT FEASIBILITY

## 1. Proforma

DEVELOPMENT BUDGET	Per Unit	<u>Total</u>
HARD COSTS		
Site Acquisition	\$37,500	\$900,000
Earth Work	\$7,292	\$175,000
Utilities	\$6,250	\$150,000
Pavement	\$4,167	\$100,000
Landscaping	\$3,125	\$75,000
Residential Construction (1,632 sf/unit * \$96/sf)	<u>\$156,672</u>	\$3,760,128
Subtotal Hard Cost	\$215,005	\$5,160,128
Contingency @5%	<u>\$10,750</u>	<u>\$258,006</u>
Total Hard Costs	\$225,756	\$5,418,134
SOFT COSTS		
Permits/Surveys	\$1,200	\$28,800
Architectural	\$3,125	\$75,000
Engineering	\$4,167	\$100,000
Legal, title, recording & closing costs	\$3,500	\$84,000
Insurance	\$2,500	\$60,000
Security	\$417	\$10,000
Construction Manager	\$3,125	\$75,000
Foreman	\$3,125	\$75,000
Property Taxes	\$500	\$12,000
Construction Loan Interest	\$8,333	\$200,000
Financing/Application Fees	\$1,875	\$45,000
Appraisal	\$250	\$6,000
Utilities	\$833	\$20,000
Accounting	\$625	\$15,000
Development Overhead	\$5,500	\$132,000
Affordable Housing Consultant	\$417	\$10,000
Marketing/Lottery - 6 affordable units	\$1,313	\$31,500
Marketing - 18 market units	<u>\$14,963</u>	<u>\$359,100</u>
Subtotal Soft Costs	\$55,767	\$1,338,400
Contingency @ 5%	<u>\$2,788</u>	<u>\$66,920</u>
Total Soft Costs	\$58,555	\$1,405,320
Total Development Costs (Soft Costs + Hard Costs)	\$284,311	\$6,823,454
(DOIL CORD - TIME CORD)		•

## **DUNSTABLE VILLAGE**

2. Profit Analysis		
6 Affordable units at \$142,500 ea.		\$855,000
18 Market units at \$399,000 ea.		<u>\$7,182,000</u>
Total Sales		\$8,037,000
Total Profit (Total Sales - Total Development Costs)		\$1,213,546
Percentage Profit		
(Total Profit/Total Development Costs)		17.78%
Affordable Sales Price Calculations		
Target household income = 70% of Lowell PMSA median i	income \$46,980	
30% of income for debit services, taxes, insur., PMI, Condo	fees/12 \$1,175	
less taxes (\$12/1000)	-150	
less condo fee/insur	-125	
less PMI (@.0058 x mtg.)	<u>-50</u>	
Available for debt service	\$850	
Max mortgage @ 6.5% - 30 years (.0754395 constant)	\$135,280	
5% down payment	<u>\$7,125</u>	
Sales Price	\$142,405	
3. Cost Analysis		
Total Gross Building Square Footage	39,168 s.f.	
Residential Construction Cost per Square Foot	\$96.00	
Total Hard Cost per Square Foot	\$138.33	
Total Development Costs per Square Foot	\$174.21	
Total Sales per Square Foot	\$205.19	

## The Development Team ~ Contact Information and Experience

1. Developer
Name Mark Vaccaro, President, Dunstable Village Development
Address 80 Locke Road, Chelmsford, MA 01824
Phone (508) 942-5515 Fax
EmailTax ID #
2. Contractor/Builder
Name Nick Freitas Construction
Address
PhoneFax
EmailTax ID #
3. Architect/Engineer   LEED certified?
Name Architect: Stephen D. Wojcik, 46 Bridge St., Nashua, NH 03063 (603) 594-0205
Address Engineer: Homberg & Howe, 73 Princeton St., Chelmsford, MA 01824
Phone (978) 251-3132 Fax (978) 251-0509
EmailTax ID #
4. Attorney
4. Attorney Name Douglas Hausler, Lampert, Hausler & Rodman PC
Name Douglas Hausler, Lampert, Hausler & Rodman PC  Address 4 Meetinghouse Road, Chelmsford, MA 01824
Name Douglas Hausler, Lampert, Hausler & Rodman PC  Address 4 Meetinghouse Road, Chelmsford, MA 01824
Name Douglas Hausler, Lampert, Hausler & Rodman PC  Address 4 Meetinghouse Road, Chelmsford, MA 01824  Phone (978) 256-6080 Fax
Name Douglas Hausler, Lampert, Hausler & Rodman PC  Address 4 Meetinghouse Road, Chelmsford, MA 01824  Phone (978) 256-6080 Fax  EmailTax ID #
Name Douglas Hausler, Lampert, Hausler & Rodman PC  Address 4 Meetinghouse Road, Chelmsford, MA 01824  Phone (978) 256-6080 Fax  Email Tax ID #  5. Marketing Agent (if more than one, attach a separate sheet)
Name Douglas Hausler, Lampert, Hausler & Rodman PC  Address 4 Meetinghouse Road, Chelmsford, MA 01824  Phone (978) 256-6080 Fax  Email Tax ID #  5. Marketing Agent (if more than one, attach a separate sheet)  Name James King
Name Douglas Hausler, Lampert, Hausler & Rodman PC  Address 4 Meetinghouse Road, Chelmsford, MA 01824  Phone (978) 256-6080 Fax  Email Tax ID #  5. Marketing Agent (if more than one, attach a separate sheet)  Name James King  Address 174 East Bare Hill Rd., Harvard, MA 01451
Name Douglas Hausler, Lampert, Hausler & Rodman PC  Address 4 Meetinghouse Road, Chelmsford, MA 01824  Phone (978) 256-6080 Fax  Email Tax ID #  5. Marketing Agent (if more than one, attach a separate sheet)  Name James King  Address 174 East Bare Hill Rd., Harvard, MA 01451  Phone (978) 501-6524 Fax
Name Douglas Hausler, Lampert, Hausler & Rodman PC  Address 4 Meetinghouse Road, Chelmsford, MA 01824  Phone (978) 256-6080 Fax  Email Tax ID #  5. Marketing Agent (If more than one, attach a separate sheet)  Name James King  Address 174 East Bare Hill Rd., Harvard, MA 01451  Phone (978) 501-6524 Fax  Email Tax ID #  6. Consultant  Name L.A. Associates, Inc., Kristen Costa, President
Name Douglas Hausler, Lampert, Hausler & Rodman PC  Address 4 Meetinghouse Road, Chelmsford, MA 01824  Phone (978) 256-6080 Fax  Email Tax ID #  5. Marketing Agent (if more than one, attach a separate sheet)  Name James King  Address 174 East Bare Hill Rd., Harvard, MA 01451  Phone (978) 501-6524 Fax  Email Tax ID #  6. Consultant
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7. Team Experience -- The Developer and Contractor

Complete the charts on the following pages for all housing projects undertaken by the developer and the contractor during the past three years. Include projects currently in construction. Provide owner references for each project, including a current phone number.

# DEVELOPER'S EXPERIENCE

Princeton Ridge	Project Name
North Chelmsford	Location
9	Number of Units
LIP	Subsidy Program
Wood-Frame	Type of Construction
Sales	Sales or Rental
estimated \$1,985,400	Total Development Cost
estimate July 2006	Date of Completion
Mark Vaccaro	Reference: Name & Phone

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# CONTRACTOR'S EXPERIENCE

·	Princeton Ridge	Project Name
	North Chelmsford	Location
	9	Number of Units
	LIP	Subsidy Program
	Wood-Frame	Type of Construction
	Sales	Sales or Rental
	estimated \$1,985,400	Total Development Cost
	estimate July 2006	Date of Completion
	Mark Vaccaro	Reference: Name & Phone

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## **Dunstable Village, Dunstable**

## Marketing & Lottery Plan

## A. Marketing Description

The marketing of Dunstable Village will be divided into two parts: marketing of the affordable units and marketing of the market rate units.

The market rate units will be sold through local real estate agencies using traditional means to promote sales.

The affordable units will be marketed by L.A. Associates, Inc. Kristen Costa, President of L.A. Associates has considerable experience in the development and marketing of State subsidized affordable housing. L.A. Associates will be responsible for alerting members of affirmative action groups and local preference households of the opportunity to take part in the Local Initiative Program. L.A. Associates will also be responsible for conducting the lottery in order to select buyers for the affordable units.

### B. Outreach

Application availability and a public information workshop will be announced using the following types of media:

### **Publications:**

Lowell Sun, Lowell Boston Globe, Boston Asian Times, Lowell / Boston La Prensa Latina, Inc., Lowell Metrolist, Boston

The local paper, Neighbor to Neighbor in Dunstable, as well as real estate marketing publications such as the Suburban Real Estate News will also be used to promote the LIP dwellings to targeted groups.

## Radio:

Local radio will be used to promote the affordable housing project by both direct advertising and through an interview/on air process when possible.

WJUL, Lowell WCAP, Lowell

## Television:

Public information channels on Comcast serving Lowell, Chelmsford, Tyngsboro, Westford and Groton; and Charter Communications serving Dunstable and Pepperell will be used to expose the LIP dwellings. The Dunstable Community Bulletin Board will also be contacted in order to promote the sale of the local preference units.

In addition, mailings will be sent to the following local agencies:

- ➤ Community Teamwork, Inc. Lowell
- ➤ Lowell Housing Authority -- Lowell
- > Tyngsboro Housing Authority Tyngsboro
- Chelmsford Housing Authority Chelmsford
- Groton Housing Authority Groton
- Westford Housing Authority Westford

Promotional materials, lottery application and information materials will be submitted to DHCD for review and approval before they are distributed.

## C. Proposed Lottery Process for Affordable Units

The buyer selection plan, in conformance with LIP requirements, calls for the following breakdown of the affordable units. The maximum number of units allowable (70%) has been targeted for local preference.

- 4 Local Preference
- 2 Balance of State
- 6 Total Affordable Units

A lottery process will be used to select homebuyers for the 6 units. Sales prices for the affordable units will be calculated using a window of affordability for households with incomes between 70% and 80% of the area median income. Sales prices are based on principal, interest, tax and insurance payments assuming 5% down at prevailing interest rates. The marketing agent will pre-screen buyers to determine eligibility. Ineligibility will be determined in terms of inappropriate home-ownership, excess income, and other like factors.

All qualified applicants will be grouped according to the following categories:

Minority: Native American or Alaskan Native; Asian or Pacific Islander; African American; Hispanic/Latino; or Cape Verdean

Local Preference: Households who meet one or more of the following criteria:

- 1. Town of Dunstable resident (Defined as a household where one or more resident was living in the community at the time of application. Documentation proving residency must be provided.)
- 2. Currently employed by the Town of Dunstable
- 3. Former resident of Dunstable (as indicated by six months of utility bills with the former resident's name on them, a high school diploma or other similar form of proof of residency. In cases where this documentation is not available, the Town of Dunstable must review individual requests.)
- 4. Familial status (A parent, child, sibling, spouse, aunt, uncle, nephew, niece, grandparent or great-grandparent of a current Dunstable resident.)

Balance of State: Those that do not fall into one of the preceding categories.

The units designated as affordable will be determined prior to the lottery and will be evenly dispersed throughout the buildings.

Local preference units will be selected first.

- 1. All local preference households qualifying for applicable LIP units will have their names put in the respective container for local preference. In addition, local preference households who are members of affirmative action groups will be placed into this category. If the number of declared minorities is greater than 14.5%, a pre-lottery will be held to determine which applicants will be included in the local preference pool.
- 2. The names will be drawn from the container and assigned to each of the 4 local preference units.

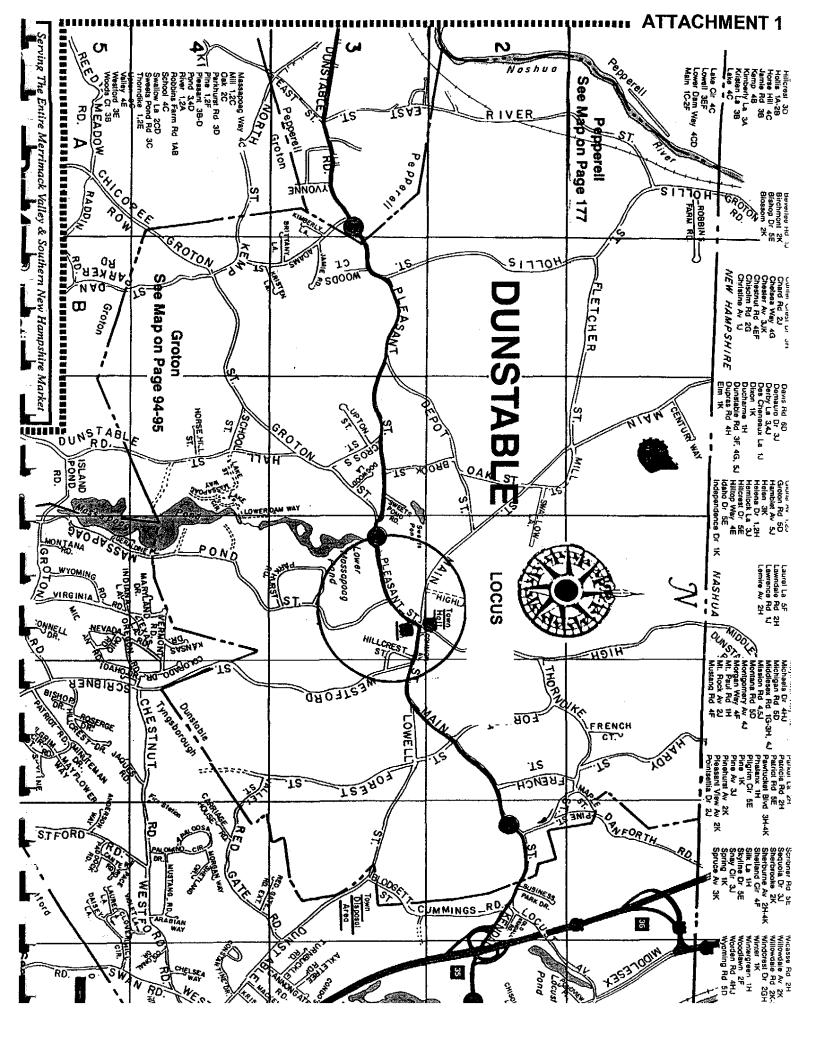
Balance of State units will be selected second.

- 1. All balance of state residents qualifying for LIP units will have their names put into the balance of state container. In addition, remaining affirmative action and local preference households not previously selected will be included.
- 2. The names will be drawn from the container and assigned to each of the 2 units designated for balance of state.

The above process will be repeated in order to obtain alternates for each of the units. The number of alternates will be determined prior to selection and after determination of the number of qualifying applicants.

## **Checklist of Attachments**

	Letter of support signed by Chief Elected Official of municipality
	Letter of support from local housing partnership (if applicable)
	Signed letter of interest from a construction lender (see Instructions)
$\boxtimes$	Map of community showing location of site (see Instructions) ATTACHMENT 1
⊠ appı	Directions to site from I93 or I90 in Boston or from nearest train station if ropriate (please do not use MapQuest or MapBlast)  ATTACHMENT 2
	Check payable to DHCD
$\boxtimes$	Rationale for calculation of affordable purchase prices or rents (see Instructions) PAGE 12
	Copy of site control documentation (deed or Purchase & Sale or option agreement)
	ATTACHMENT 3  Last arms length transaction or current appraisal under by-right zoning
	21E summary (if applicable)
	Photograph of existing building(s) and/or site
$\boxtimes$	Site Plan showing location of affordable units  ATTACHMENT 4
$\boxtimes$	Sample floor plans and/or sample elevations  ATTACHMENT 5
$\boxtimes$	Marketing plan including plan for outreach to minorities PAGES 16 & 16a
$\boxtimes$	Lottery plan PAGE 16a & 16b



## DUNSTABLE VILLAGE

## 11 Pleasant Street Dunstable, Massachusetts

## **DIRECTIONS TO SITE:**

From I93 take I495 North to Route 3 North. Take Exit 35,

Tyngsboro/Dunstable off Route 3. Follow Route 113, Kendall Street,
toward Dunstable. In Dunstable Center, bare left following Route 113,
which becomes Pleasant Street. The site is on the left at

11 Pleasant Street.



## FOR RESIDENTIAL PROPERTY CONSTRUCTED PRIOR TO 1978, BUYER(S) MUST ALSO SIGN LEAD PAINT "PROPERTY TRANSFER NOTIFICATION CERTIFICATION"

From the Office of

OFFER TO PURCHASE REAL ESTATE Member Greater Boston Real Estate Board Date \_/3/12 The property herein referred to is identified as follows: HOME. E. BOKH. ADDX... Special provisions (if any) re fixtures, appliances, etc.: ....... I hereby offer to buy said property, which has been offered to me by CUT as the Seller's Broker(s) under the following terms and conditions: Firm 900,000,00 CHECK ONE: 1. I will pay therefore \$ ., of which ☐ Check, subject to collection .... is paid herewith as a deposit to bind this Offer ☐ Cash . . . . is to be paid as an additional deposit upon the execution of the Purchase and Sale Agreement provided for below. (c) \$ .8.77, 000. is to be paid at the time of delivery of the Deed in cash, or by certified, cashier's, treasurer's or bank check(s). (e) \$ 900,000... Total Purchase Price
2. This Offer is good until \_\_\_\_\_\_ A.M. P.M. on \_\_\_\_ at or before which time a copy hereof shall be signed by you, the Seller and your (husband) (wife), signifying acceptance of this Offer, and returned to me forthwith, otherwise this Offer shall be considered as rejected and the money deposited herewith shall be returned to me forthwith. 3. The parties hereto shall, on or before \_\_\_\_\_\_ A.M. P.M. \_\_\_ \_ 19\_\_ \_ execute the applicable Standard Form Purchase and Sale Agreement recommended by the Greater Boston Real Estate Board or any form substantially similar thereto, which, when executed, shall be the agreement between the parties hereto. 4. A good and sufficient Deed, conveying a good and clear record and marketable title shall be delivered at 12:00 Noon on 19\_\_\_\_\_, at the appropriate Registry of Deeds, unless some other time and place are mutually agreed upon in writing. 5. If I do not fulfill my obligations under this Offer, the above mentioned deposit shall forthwith become your property without recourse to either party. Said deposit shall be held by Kirt & Scurdy Gates as escrow agent subject to the terms hereof, provided however that in the event of any disagreement between the parties, the escrow agent may retain said deposit pending instructions mutually given by the parties. A similar provision shall be included in the Purchase and Sale Agreement with respect to any deposits held under its terms. if agreed to by seller, 6. Time is of the essence hereof. 7. The initialed riders, if any, attached hereto are incorporated herein by reference. Additional terms and conditions, if any: WIN CLOSE UPON 40-B PERMITTE ALL SOUMENTS RELATED TO THE 140-B PERMIT MOTHER SO NOTICE: This is a legal document that creates binding obligations. If not understood, consult an attorney. WITNESS my hand and seal. (home) (work) Phone Numbers This Offer is hereby accepted upon the foregoing terms and conditions at ASE P.M. on WITNESS my (our) hand(s) and seal(s). witu Seller (or spouse) RECEIPT FOR DEPOSIT Received from . \_\_\_\_\_ Buyer the sum of \$ \_\_\_\_ \_\_ as deposit under the terms and conditions of above Offer, to be held by \_\_\_ as escrow agent. Agent for Seller

